



Latin American Montessori Bilingual Public Charter School (LAMB)

Job Description – Chief Academic Officer

OVERVIEW

The Chief Academic Officer (CAO) is an academic leader who understands the developmental learning stages of students, the value of a dual language program, and the Montessori curriculum. The CAO reports to the Executive Director and supervises the three Assistant Principals and instructional staff.

GOALS

- To provide leadership to achieve the mission of the Latin American Montessori Bilingual Public Charter School (LAMB) in which students build a foundation of knowledge essential for a lifetime of learning while developing bi-literacy in English and Spanish
- To assist in defining the educational goals of the school and community and to promote and maintain a school environment in which students and staff work and learn effectively and collectively
- To maintain a safe and positive school climate focused on Montessori principles by providing students, teachers, and families a clear understanding of LAMB's mission and vision and articulating the school-specific goals

DUTIES AND RESPONSIBILITIES

Academics and Compliance

- Coordinate, organize and supervise curriculum following state regulations and school policy
- Provide leadership to ensure successful delivery and implementation of the Montessori method to the school community
- Supervise the effective delivery and implementation of the bilingual component of the school (Spanish/English)
- Work collaboratively with the Assistant Principals to ensure coordinated and cohesive programming across school sites
- Lead and support the development and implementation of school-wide plans to increase student achievement (especially students with identified academic, social and/or emotional challenges)
- Manage data systems used to collect and analyze school information required by the federal, local government and other funding sources
- Maintain contact and respond to all inquiries by OSSE, PCSB, services providers, PTO, Board, etc.
- Apply current principles, best practices, and research to foster effective teaching, particularly in the acquisition of two languages and the implementation of the Montessori curriculum
- Promote and model the integration and well balance of cooperative learning and team teaching
- Use quantitative and qualitative data to inform profession supports for teachers and academic supports for students
- In concert with the Executive Director, architect a comprehensive talent acquisition and retention vision and strategic plan, which includes concrete recommendations for improvement and specific, achievable deliverables, namely:

- A comprehensive staff development program ensuring high performing team members are engaged, retained, and have clear development opportunities and career pathways
- A program/process for building the management and leadership capacity of teachers, leaders and all other school support staff
- A sustainable system by which we recruit and retain highly talented and diverse team members
- A robust performance management process which outlines for all staff, including teachers and leaders, the measured steps required to maintain and/or gain proficiency; process and causes for dismissal as well intervention procedure when expressed goals are not met.
- Build, steward and socialize an organizational culture strategy, which includes a robust on and off boarding program and integrates and socializes our core values and commitment to equity.

Human Resources

- Supervise the performance of the teaching/ instructional staff, including related service providers
- Lead the performance evaluation process for all instructional staff.
- Lead and participate in the hiring of staff utilizing the recruitment and hiring processes
- Lead administration and teaching representative meetings with the goal of improving communication and addressing issues of mutual concern
- Create and nurture a learning environment for all LAMB staff.
- Develop and lead the provision of professional development opportunities for all teaching/ instructional staff and related service providers, specifically including Montessori philosophy and principles.
- Develop a targeted professional development plan for new and returning staff that is specifically focused on Montessori philosophy for new staff and for all returning staff to include Montessori philosophy
- Responsible for teacher and administration performance elevations and feedback

Student Support Services

- Supervise student enrollment, including recruitment, open houses, and classroom assignments
- Oversee the implementation of the summer program (budget, staffing, curriculum, and promotion)
- Responsible for ensuring school communications to internal and external partners and the LAMB community are delivered
- Develop a comprehensive plan for parent involvement and training
- Network with other school leaders and foster partnerships with local and national organizations

School Mission and Culture and Safety

- Embrace and champion LAMB's mission
- Manage all issues dealing with the safety of students, staff, and volunteers within the school including exit drills
- Supervise teachers to make sure they are accountable for having high standards and positive expectations following Montessori principles
- Promote and model the principles of Montessori education in the day-to-day operations of the school

- Lead data-driven analysis of end-of-school-year data to aid in the creation and implementation of; Based on the end of the school year data, identify the school's academic and focus for the next school year
- Develop a Special Event calendar including parents workshop, peace ceremonies, and other special events
- Contact potential consultants to support the school goals for the year
- Articulate the school's educational philosophy, goals, and objectives into action plans that directly benefit students and staff professional development.
- Facilitate instructional and full staff meetings
- Remain current in the in the field of Montessori
- Any other duties necessary to achieve the mission of the school

Operational

- Oversee assistant principals and coordinate messaging to school stakeholders
- Participate in the development and management of the school budget
- Develop and maintain a coverage plan for absent teachers
- Respond to staff inquiries and coordinate regarding schedule
- Review and update school calendars and schedules to maximize teaching and learning
- Collaborate with the Executive Director to review and revise school handbooks

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Education or related field; Master's preferred
- Certification from one of the leading Montessori organizations (AMI, AMS) is required
- Demonstrated successful leadership in a senior administrative position
- Demonstrated successful teaching experience of three or more years; preferred in Montessori
- Fluent in English and Spanish
- General knowledge of Word, Excel, PowerPoint, Google Drive
- Demonstrated ability to work with students, parents, and staff from diverse backgrounds

Characteristics

- Exhibited leadership in working with staff, students, and the community towards achieving goals
- Agreement with and commitment to the mission, academic goals and Montessori philosophy of LAMB
- Commitment to accountability for student educational growth
- Agreement with and commitment to bilingual model
- Strong interpersonal and communication skills
- Strong commitment to diversity, equity, and inclusion in work with Lamb students, staff and larger community
- Cultivates effective relationships with all constituents, including students, families, faculty, staff, board of trustees, community members, and key stakeholders
- Fosters a culturally and socio-economically diverse population

COMPENSATION

Salary is commensurate with experience. Generous benefits package includes medical insurance (health, dental, & vision), retirement plan, life insurance, short-term and long-term disability, flexible spending account (medical, dependent care, and transit), and vacation/sick leave.

Interested applicants should email cover letter with salary requirements and resume to Anna Marie Yombo, HR Coordinator at employment@lambpcs.org.

Only applicants meeting minimum qualifications for the position will be considered. Successful completion of a background investigation is required for employment in this position. LAMB welcomes resumes from all qualified applicants. Salary is commensurate with experience. No phone calls and no employment agencies please.

The Latin American Montessori Bilingual Public Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.